

## **MAINTENANCE COORDINATOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Maintenance Coordinator position exists is to perform first-line maintenance supervisory functions in the Field Services Division of the Municipal Services Department. This classification is supervisory. This position reports to a Field Services Manager.

### **ESSENTIAL FUNCTIONS**

Supervises the operation of sections within the Field Services Division, including section(s) in Street Maintenance, Signs and Markings, Medians and Right of Ways and Traffic Signals.

Plans and organizes work to be performed; schedules equipment and personnel; orders materials; determines material types, quantities and uses; supervises work projects; supervises day-to-day operation, maintenance, construction and repair work in area assigned.

Reviews work of crews to ensure proper procedures are followed; completes performance evaluations and reports, detailing work performed, labor, equipment and materials used.

Supervises the repair, routine maintenance, preventative maintenance and/or construction in area/division assigned. Trains crews in equipment operation, material types and uses, and material quantities determination.

Communicates orally and writing with contractors, employees, co-workers and the general public and represents the Department/Division on various construction/maintenance projects.

Assists in establishing and maintaining various work management data; prepares activity reports; and audits work activities to assure compliance with planned programs; establishes in-house training of related equipment/tools; resolves employee problems; reinforces City and departmental policies/procedures.

Attendance and punctuality are essential functions to this position.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

##### Knowledge of:

Related methods, policies, maintenance materials, applications, and uses in the assigned area.  
Safety procedures, including the hazards and precautions.  
The theory and practical applications of construction and maintenance trades and related equipment.

##### Ability to:

Perform construction and maintenance functions.  
Perform visual and manual dexterity and precision measurements.  
Lift and carry heavy objects over 50lbs.  
Climb up and down stairs and traverse over rough terrain.  
Perceive the full color spectrum.  
Observe, review and check the work of staff members to ensure conformance to standards.

Plan, organize, supervise and review the work of maintenance programs and employees.  
Work from drawings and specifications.  
Use telephone and radio communications equipment  
Understand and ensure proper safety field techniques.  
Train crews as to work expectations; monitor and visually observe job performance.  
Prepare and present oral and written reports.  
Communicate effectively (orally and in writing) with clearly organized thoughts using proper sentence construction, grammar and punctuation.  
Comprehend and makes inferences from written material, verbal and written instructions.  
Establish and maintain effective working relationships with co-workers, supervisors, contractors and the general public.

**Education & Experience:**

Any combination of training, education or experience equivalent to four years experience in related construction and maintenance work; including two years lead or supervisory experience.

Valid Arizona Driver's License and no major driving citations in the last 39 months are required for all driving positions.

**Special Requirement**

Individuals in this classification must possess a valid Arizona Commercial Driver's License (CDL) at the time of hire or promotion date. As a condition of continued employment, an individual of this classification must maintain a valid Arizona Commercial Driver's License (CDL) with appropriate endorsements. Individuals in this classification are subject to random, unannounced drug and alcohol testing to comply with the Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations 49 Code of Federal Regulations (CFR) Part 382. They must have a good working knowledge of the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances.

**FLSA STATUS:**

Exempt

**HR Ordinance Status:** Unclassified